

PRINTING SERVICES TECHNICIAN I

EFFECTIVE: August 1987
EEOC: Skilled Craft
FLSA: Nonexempt
UNIT: MEA
PHYSICAL: 2

DEFINITION

To operate a variety of offset and other duplicating machines, plate-making equipment, and related tools and supplies in the reproduction and duplication of various printed or typewritten materials.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Secretary to the City Manager, and technical supervision from the Printing Services Technician I.

Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Operate a variety of offset and other duplicating machines, plate-making equipment, and related tools and supplies in the reproduction and duplication of various printed or typewritten materials.

Operate, maintain, clean and make minor repairs and adjustments to offset duplicating machines including mixing fountain solution, and adding ink and paper as required.

Operate, maintain, clean and make minor repairs and adjustments on other equipment used in the course of performing duties including plate-making equipment, cutters, and typesetter.

Use specified equipment to collate, punch, bind, drill, fold, pad, staple, or perforate printed materials.

Prepare printed material for storage or delivery.

Maintain detailed records and logs of assignments completed and related information.

Maintain appropriate inventory levels; order paper and related supplies as necessary.

Keep records of materials and supplies used.

Perform manual work in the receipt and distribution of printed materials.

Schedule jobs to achieve timely and efficient delivery.

Perform related duties as assigned.

CITY OF MILPITAS
Printing Services Technician I (Continued)

QUALIFICATIONS

Knowledge of:

Operation and basic maintenance requirements of offset duplicating and related equipment including collator, and plate-maker.

Various types of reproduction plates used in an offset duplicating equipment operation.

Paper, ink, chemicals, and other supplies used in duplicating processes including weights, types, and uses of paper.

Ability to:

Understand and carry out oral and written directions.

Operate and make minor repairs to offset printing and related equipment.

Maintain and conduct routine service of reproducing equipment.

Make simple arithmetic calculations and write legibly.

Establish and maintain effective work relationships with City staff.

Plan and schedule work.

Log and keep accurate records.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible clerical experience including some experience in the operation of an offset press and related printing equipment.

Education:

Equivalent to the completion of the twelfth grade.